



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

30th October 2020

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council, which will be held online, on **Thursday 5th November 2020 at 6.30pm** when the following business will be transacted.

<https://zoom.us/j/5414793137?pwd=U1FxWHNiWTVSaGNEb1V0UDdUT2RxUT09>

Meeting ID: 541 479 3137

Passcode: 641649

AGENDA

74. To receive apologies for absence

75. To receive and approve the minutes of the meeting held on Thursday 1st October 2020 - (APPENDIX A)

76. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

77. Public Participation Session

(Persons wishing to address Council on an agenda item may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

78. S106 Funding

- To discuss options around using S106 money to fund projects within the parish.

79. Highways Issues

- To discuss issues related to highways access and maintenance in the parish.

80. Police Report

- To receive the Police Report for the preceding period (APPENDIX B)

81. Engagement and Environment Committee Update

- To receive a report in the form of the minutes of the last Engagement and Environment Committee and note the decisions made (APPENDIX C).

82. Bank Reconciliations

- a. To approve bank reconciliations for July 2020 (APPENDIX D)
- b. To approve bank reconciliations for August 2020 (APPENDIX E)

83. Invoices for Approval

- a. To approve invoices for July 2020 (APPENDIX F)
- b. To approve invoices for August 2020 (APPENDIX G)

84. Grant Applications

- To receive a grant application from 39th Duston Guides (APPENDIX H)

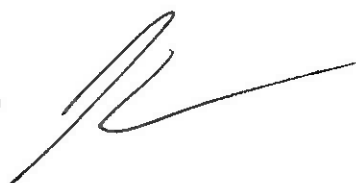
85. Sale of Alcohol

- To approve the outsourcing of alcohol sales at The Caswell Centre.

86. Award Scheme

- To receive a report with recommendations for a parish council awards scheme (APPENDIX I).

Justin Gleich
Duston Parish Clerk (signed on original)





DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

MINUTES 1st October 2020

CHAIRMAN: Councillor Pape, in the Chair

PRESENT: Cllrs Ingram, Huffadine-Smith, Enright-King, Maitland, Golby, Stonehouse and Nish,

IN ATTENDANCE:

Justin Gleich – Parish Clerk
Gary Youens – Deputy Parish Clerk

57. Apologies:

- Cllrs Patel, Bottwood and Pepper

58. To receive and approve the minutes of the meeting held on Thursday 10th September 2020

- The minutes were approved, it having been noted that Cllr Nish's apologies should have been recorded for the September meeting.

59. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- Cllrs Maitland and Nish declared a non-pecuniary interest on Item 64 and did not participate in the vote.

S. P.
5/11/20

60. Public Participation Session

- No members of the public addressed council

61. Police Report

- The latest report had not been received in time for the meeting.
- Council resolved to add “Neighbourhood Watch” to the agenda for the next Engagement and Environment committee meeting.

62. Engagement and Environment Committee Update

- Council received a report in the form of the minutes of the last Engagement and Environment committee and noted the decisions made.

63. Planning Committee Update

- Council received a verbal update from the Chairman of the Planning committee.

64. Grant Applications

- Council resolved to approve the grant application from 11th Northampton Boys Brigade.
- Council resolved to approve the grant application from Wellbeing Cafe of Duston and Upton Parish.
- Council resolved to approve the grant application from Favell Day Services.

65. Clerk’s Annual Appraisal

- Council resolved to appoint Cllrs Pape and Ingram to conduct the Clerk’s annual appraisal.

66. Virgin Park and Charge 2 Consultation (APPENDIX H)

- Council resolved to instruct the Clerk to respond to the consultation by submitting the following points:
 1. That in principle Council supports the introduction of infrastructure for electric vehicles.
 2. Council has concerns as to the impact the proposals would have on existing problems with traffic and parking.
 3. That the proposed charging point location on Main Road Duston was unsuitable due to existing traffic and parking problems.

67. Committee Membership

- Council resolved to add Cllrs Pape and Stonehouse to the membership of the Engagement and Environment committee.

68. Consultation on Proposals for Reform of the Planning System in England

- Council resolved to approve the recommendations of the Planning committee and instructed the Clerk to respond to the consultation with these points on behalf of Council.

69. Chairman's Award Scheme

- Council resolved to delegate responsibility to the Engagement and Environment committee to discuss options for a scheme, and for the Clerk to then make recommendations to Council in November 2020.

70. Section 106 Projects

- Council instructed the Clerk to submit a Freedom of Information request to Northampton Borough Council to establish remaining S106 monies relevant to Duston.

71. Wellbeing Working Party

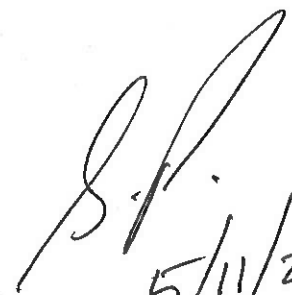
- Council resolved to establish a working party to discuss options. Cllrs Maitland, Golby, Nish and Stonehouse volunteered to participate.

72. Maintenance of Paths and Alleyways

- The Clerk suggested that provision be made for this in the draft budget for 2021/22.

73. Village Access Signs

- Cllr Golby volunteered to arrange for a relevant member of Northamptonshire County Council's Highways department to attend the November Council meeting.


5/11/20.

PC 717 Sarah WHITEHEAD
 PCSO 7140 Lee SHELTON
 PCSO 7037 Beth ALLWORK



Northamptonshire Police
 Northampton Neighbourhood Policing Team
 Mereway Fire & Police Station
 MEREWAY
 Northampton
 NN4 8BW

Telephone: 101

Follow us on Twitter: [@NptonPolice](#)

Follow us on Facebook: [Northampton Neighbourhood Policing Team](#)

Wednesday 7th October 2020

Duston Parish Council police report.

Ladies and Gents,

Crime Figures – September 2020.

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other Offences
New Duston	1	1	2	5	25
Old Duston	0	0	4	6	54
Ryehill	0	0	0	1	9

The 'other offence' figures cover reports such as domestic incidents and all violent crime offences, all theft offences, malicious communications, harassment, fraud, drugs possession, drugs production, stalking and public order.

Residents are encouraged to report all suspicious circumstances (even if items are not stolen) and to share any CCTV / doorbell footage of any suspicious individuals, in the hope we can get those frequently the area without legitimate reason identified.

For all questions around the Government Coronavirus restrictions, please visit: <https://www.gov.uk/coronavirus>. (Stay well, stay safe, stay home).

Northamptonshire Police – Fighting crime, protecting people.

CRIMESTOPPERS 0800 555 111

'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at www.crimestoppers-uk.org. No personal details are taken, information cannot be traced or recorded and you will not go to court.'

Residents are reminded that we do NOT monitor estate social media pages, so please ensure that any concerns are reported directly to us.

Dial 999 for life threatening / crime in progress matters.

Dial 101 for non-emergency matters or you need to see / speak with a Police Officer or Police Community Support Officer.

To report non-emergency matters on line and you are able to wait for a response, please visit: northants.police.uk (select 'report' and then the most appropriate option for the nature of your report).

Together, we can make a difference.

Northamptonshire Neighbourhood Alert is a free messaging service that allows Northamptonshire Police, Neighbourhood Watch and other partner organisations to keep you informed about issues on your area that are relevant to you. Once you've signed up, you'll receive information about crime and suspicious activity where you live or work – helping to prevent and detect crime and anti-social behaviour.

For more information and to sign up, visit:

www.northamptonshireneighbourhoodalert.co.uk

For those who do not wish to report incidents directly to the police, we would ask that you contact **CrimeStoppers** on **0800 555 111**.

We encourage all residents to report anti-social behaviour via 101 (whether or not you need an officer to attend) as it helps us to plan our patrols and to be in the right areas at the right time.

Anti-social behaviour isn't only caused by 'young people' – if you are affected, please do let us know.

Anti-social behaviour includes but is not limited to:

- Disruptive, noisy behaviour in otherwise quiet neighbourhoods.
- Night time noise from houses or gardens, especially between 11pm & 7am.
- Threatening, drunken or 'yobbish' behaviour.
- Vandalism, graffiti and fly-posting.
- Dealing or buying drugs on the street.
- Litter and fly-tipping rubbish.
- Aggressive begging.
- Drinking in the street.
- Setting off fireworks late at night.
- Abandoning cars on the street.

General parking issues were decriminalised some years ago. All but obstruction offences are now dealt with by the County Council – please visit their website for further guidance or advice: <http://www.northamptonshire.gov.uk/en/councilservices/Transport/parking>

Kind regards, Sarah ☺ (PC 717 WHITEHEAD).

Northamptonshire Police – Fighting crime, protecting people.

CRIMESTOPPERS 0800 555 111

'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at www.crimestoppers-uk.org. No personal details are taken, information cannot be traced or recorded and you will not go to court.'



DUSTON PARISH COUNCIL

APPENDIX C

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Environment and Engagement Committee
MINUTES 25TH June 2020

CHAIR: Councillor S Maitland

PRESENT: Cllrs Huffadine-Smith, Bottwood, Golby, Enright-King, Stonehouse

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk,

16. To receive apologies for absence

- Cllr Shaun Pape

17. To receive and approve the minutes of the meeting held on Thursday 25th June 2020 (APPENDIX A)

- Committee agreed to approve the draft minutes of the Committee meeting on 25th June 2020 and authorised the Chairman to sign the same.

18. To receive and approve the minutes of the meeting held on Thursday 17th September 2020 (APPENDIX B)

- Committee agreed to approve the draft minutes of the Committee meeting on 17th September 2020 and authorised the Chairman to sign the same.

19. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- There were none.

20. Public Participation Session

- There were no members of the public registered to speak.

21. Local Environmental Issues

It was RESOLVED:

- To report the potential problem of diseased trees in the Parish to Northampton Borough Council.

22. Tree Planting Working Party

It was RESOLVED

- To defer the item until the next committee meeting and circulate the documents in paper form to members in the meantime.

23. Neighbourhood Watch

It was RESOLVED:

- To promote the Neighbourhood watch scheme on the Parish Council website and forward any interested members of the public to the local PCSO.

24. Chairman's Award Scheme

It was RESOLVED:

- To explore ways and best practice in how such a scheme could operate.

25. Grant Applications

It was RESOLVED:

- To improve the format and layout of the Grant Application form.

26. Emergency Planning

It was RESOLVED:

- To compile a list of useful contacts in the case of an emergency.

DRAFT

Date: 24/09/2020

Duston Parish Council

Page 1

Time: 11:50

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/07/2020	7	102,260.50
			<hr/> 102,260.50
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			102,260.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			102,260.50
		Balance per Cash Book is :-	102,260.50
		Difference is :-	0.00

Today: 24 Sep 2020



Transactions

Mixed Payments Plan

20-61-51 03573680

Available balance	£64,214.64
Last night's balance	£64,214.64
Overdraft limit	£0.00

Showing 57 transactions between 01/07/2020 and 31/07/2020 from 01/07/2020 to 31/07/2020

Date	Description	Money in	Money out	Balance
31/07/2020	Direct Debit AVIVA PENSION 00117873890001 DDR		-£252.95	£102,260.50
29/07/2020	Counter Credit HMRC VAT 158190301 BGC	£7,012.20		£102,513.45
28/07/2020	Direct Debit DBFB LTD TFN5HVN DDR		-£362.92	£95,501.25
28/07/2020	Direct Debit DBFB LTD TFN5HVN DDR		-£54.00	£95,864.17
28/07/2020	Direct Debit VEOLIA ES UK LTD 12863901 DDR		-£489.78	£95,918.17
24/07/2020	Direct Debit PAYFLOW /DG DG BACS DDR		-£14,755.22	£96,407.95

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/07/2020	7	450,361.13
			<u>450,361.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			450,361.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			450,361.13
		Balance per Cash Book is :-	450,361.13
		Difference is :-	0.00



Transactions

DUS PAR COU IAS

20-61-51 63253058

Available balance	£405,492.03
Last night's balance	£425,492.03
Overdraft limit	n/a

Showing 5 transactions between **01/07/2020** and **30/10/2020** from 20/09/2020 to 30/10/2020

Date	Description	Money in	Money out	Balance
30/10/2020	Funds Transfer 206151 03573680 FT		-£20,000.00	£405,492.03
10/09/2020	Funds Transfer 206151 03573680 TOP UP FT		-£25,000.00	£425,492.03
07/09/2020	Credit INTEREST PAID GROSS FOR PERIOD 8JUN/ 6SEP	£130.90		£450,492.03
10/07/2020	Funds Transfer 206151 03573680 FT		-£30,000.00	£450,361.13
01/07/2020	Funds Transfer 206151 03573680 FT		-£50,000.00	£480,361.13

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2020	7	310.88
			<u>310.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			310.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			310.88
		Balance per Cash Book is :-	310.88
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2020
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/07/2020	7	34.49
			<u>34.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			34.49
		Balance per Cash Book is :-	34.49
		Difference is :-	0.00

Date: 22/10/2020

Duston Parish Council

Page 1

Time: 13:22

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/08/2020	8	63,894.60
			<hr/> 63,894.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			63,894.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			63,894.60
		Balance per Cash Book is :-	63,894.60
		Difference is :-	0.00



Transactions

Mixed Payments Plan

20-61-51 03573680

Available balance	£64,214.64
Last night's balance	£64,214.64
Overdraft limit	£0.00

Showing 49 transactions between 03/08/2020 and 28/08/2020 from 15/08/2020 to 31/08/2020

Date	Description	Money in	Money out	Balance
28/08/2020	Direct Debit VEOLIA ES UK LTD 12863901 DDR		-£359.09	£63,894.60
28/08/2020	Direct Debit DBFB LTD TFN5HVN DDR		-£336.29	£64,253.69
28/08/2020	Direct Debit DBFB LTD TFN5HVN DDR		-£54.00	£64,589.98
25/08/2020	Counter Credit NATIONAL CHILDBIRT NCT PSA 5M/27128 BGC	£110.50		£64,643.98
25/08/2020	Direct Debit PAYFLOW /DGDG BACS DDR		-£13,883.25	£64,533.48
21/08/2020	Direct Debit BG BUSINESS 603274981120919000 DDR		-£1,367.20	£78,416.73
20/08/2020	Bill Payment CHILD MAINTENANCE 5010011358800 BBP		-£316.33	£79,783.93
20/08/2020	Bill Payment LINDUM FIRE SERVIC INV 68247 BBP		-£108.00	£80,100.26
20/08/2020	Bill Payment EDMUNDSON ELECTRIC INV 229-416767 BBP		-£58.37	£80,208.26
19/08/2020	Direct Debit BOOKER LTD -BK		-£341.57	£80,266.63

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/08/2020	8	450,361.13
			<hr/> 450,361.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			450,361.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			450,361.13
		Balance per Cash Book is :-	450,361.13
		Difference is :-	0.00

Today: 30 Oct 2020



Transactions

DUS PAR COU IAS

20-61-51 63253058

Available balance	£405,492.03
Last night's balance	£425,492.03
Overdraft limit	n/a

Showing 3 transactions between **01/07/2020** and **07/09/2020** from 01/07/2020 to 09/09/2020

Date	Description	Money in	Money out	Balance
07/09/2020	Credit INTEREST PAID GROSS FOR PERIOD 8JUN/ 6SEP	£130.90		£450,492.03
10/07/2020	Funds Transfer 206151 03573680 FT		-£30,000.00	£450,361.13
01/07/2020	Funds Transfer 206151 03573680 FT		-£50,000.00	£480,361.13

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2020	8	310.88
			<hr/> 310.88
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			310.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			310.88
		Balance per Cash Book is :-	310.88
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/08/2020	8	79.77
			<u>79.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			79.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			79.77
		Balance per Cash Book is :-	79.77
		Difference is :-	0.00

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

30/09/2020

10:22

Purchase Ledger for Month No 4

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
06/07/2020	117573		1ST REACTION	1ST001	70.00	14.00	84.00	4160	101	70.00	1st Reaction - alarm system
06/07/2020	117574		1ST REACTION	1ST001	375.00	75.00	450.00	4226	101	375.00	1st Reaction ann maint charge
09/07/2020	117581		1ST REACTION	1ST001	85.00	17.00	102.00	4160	101	85.00	1st reaction - alarm
08/07/2020	2635		2COMMUNE	2C001	150.00	30.00	180.00	4131	204	150.00	2commune domain name
03/07/2020	INV36823		ABBOTT SIGNS	ABBO01	959.48	191.90	1,151.38	4220	101	959.48	Abbott Signs - new signs
09/07/2020	INV-14865		ADDISON PRINT LTD	ADD001	125.00	25.00	150.00	4220	101	125.00	Addison - perspex screen
31/07/2020	AVIVA JUL 20		AVIVA	AVIVA001	252.95	0.00	252.95	4000	101	144.54	AVIVA JUL 20/AVIVA
								4006	101	108.41	AVIVA JUL 20/AVIVA
16/07/2020	CHGJUL20		BARCLAYS	B0001	33.30	0.00	33.30	4125	201	33.30	Charges Jul 20
14/07/2020	748243		BACA	BACA01	39.90	7.98	47.88	4225	102	39.90	BACA - lock
21/07/2020	748655		BACA	BACA01	31.48	6.30	37.78	4227	101	31.48	Baca gloves and ties
21/07/2020	748707		BACA	BACA01	29.95	5.99	35.94	4167	101	29.95	BACA safety boots
15/07/2020	8529		BARNETT LAND	BARN01	240.00	48.00	288.00	4226	211	240.00	Barnett Landscape maintenance
15/07/2020	8530		BARNETT LAND	BARN01	40.00	8.00	48.00	4226	211	40.00	Barnett land Timken maint
03/07/2020	961596731		BRITISH GAS	BRIT01	1,050.84	210.16	1,261.00	4206	101	1,050.84	DCC Electricity June
31/07/2020	216970420		CAME INSURANCE	CAME01	12,500.33	0.00	12,500.33	4070	101	3,875.00	Came ins 8/9/20-7/9/21
								4070	102	2,063.00	Came ins 8/9/20-7/9/21
								4070	103	2,113.00	Came ins 8/9/20-7/9/21
								4070	201	4,449.33	Came ins 8/9/20-7/9/21
31/07/2020	6290		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM - grounds maint Jul
31/07/2020	CMS JUL		CHILD MAINTENANCE	CHIL001	316.33	0.00	316.33	4000	101	316.33	Child Maint Jul 20
01/07/2020	INV-628128		DBFB	DBFB	45.00	9.00	54.00	4120	201	45.00	DBFB Wifi
24/07/2020	INV-X628237		DBFB	DBFB	1,273.40	254.68	1,528.08	4227	101	1,273.40	DBFB - office move cabling
09/07/2020	IN221607681		EDENRED	EDENRED	361.87	3.77	365.64	4000	201	361.87	Eden Red Jul
14/07/2020	229-416767		EDMUNDSON ELEC.	EDMUND01	48.64	9.73	58.37	4227	101	48.64	Edmundson bulbs
09/07/2020	AG EXP JUL		ALISON GRANTHAM	GRANTHAM01	43.45	4.66	48.11	4128	212	43.45	A Grantham expenses
31/07/2020	5932		NATALIE GREEN & CO.	GREE001	2,390.00	478.00	2,868.00	4050	201	2,390.00	N Green - April, May and June
31/07/2020	HMRCJUL20		HMRC	HMRC01	5,112.82	0.00	5,112.82	4000	201	925.55	HMRC Jul 20

Purchase Ledger for Month No 4

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
01/07/2020	128204		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4000	101	1,491.89	HMRC Jul 20
31/07/2020	LGSS JUL 20		NCC - PENSION	LPGS	4,355.66	0.00	4,355.66	4006	201	787.76	LGSS Jul 20
07/07/2020	1009120		NAMEBADGES INT	NAME002	126.35	25.27	151.62	4006	101	1,581.04	LGSS Jul 20
08/07/2020	21348768		NISBETS PLC	NIS01	324.95	64.99	389.94	4000	201	221.88	LGSS Jul 20
28/07/2020	16006		PHIPPS STU	PHIPPS	87.50	0.00	87.50	4000	101	334.31	LGSS Jul 20
31/07/2020	SAL JUL 20		SALARIES	SALARIES01	14,655.15	0.00	14,655.15	4000	102	321.55	LGSS Jul 20
30/07/2020	0001502492		SRCL LTD	SRCL	34.36	6.87	41.23	4000	101	34.36	SRCL - waste
02/07/2020	7248		SSSLTD	SSS01	150.00	30.00	180.00	4000	102	4,551.05	Salaries Jul 20
16/07/2020	1085208729		STANNAH	ST01	216.23	43.25	259.48	4000	101	150.00	SSS - CCTV maintenance
01/07/2020	INV-71481		TOP SECURITY	TOP01	240.00	48.00	288.00	4000	101	216.23	Stannah servicing 16.7-5.10.20
27/07/2020	INV-71518		TOP SECURITY	TOP01	190.00	38.00	228.00	4000	101	240.00	TSR annual key holding
28/07/2020	INV-71521		TOP SECURITY	TOP01	115.00	23.00	138.00	4160	102	70.00	TSR security
31/07/2020	INV-71524		TOP SECURITY	TOP01	40.00	8.00	48.00	4160	102	120.00	TSR security
02/07/2020	TV JUL 20		TV LICENSING	TV001	13.20	0.00	13.20	4062	101	115.00	TSR - Security alarm act
31/07/2020	RCO1136823		VEOLIA	V0002	299.24	59.85	359.09	4155	101	40.00	TSR - alarm act
								4155	102	13.20	TV Licence Jul 20
										287.56	Veolia waste
										11.68	Veolia waste

Purchase Ledger for Month No 4

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
22/07/2020	B4-444244091		VODAFONE	VODA01	16.53	3.31	19.84	4121	101	16.53	Vodafone Jul 20	
06/07/2020	168		DALE WILLIAMS	WILL001	833.00	0.00	833.00	4227	101	833.00	Dale Williams main hall decora	
14/07/2020	172		DALE WILLIAMS	WILL001	500.00	0.00	500.00	4227	101	500.00	Dale Williams DCC redecorate	
04/07/2020	10589		WINDSOR	WIN001	1,700.00	340.00	2,040.00	4225	101	1,700.00	Windsor fire escape door	
06/07/2020	113037783		WORLDPAY	WORLD001	-14.73	0.00	-14.73	4137	201	-14.73	113037783/Worldpay (UK) Ltd	
31/07/2020	116483321		WORLDPAY	WORLD001	54.99	8.00	62.99	4137	201	54.99	Worldpay July20	
TOTAL INVOICES								51,058.59	2,406.99	53,465.58	51,058.59	

Purchase Ledger for Month No 5

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
03/08/2020	73014		1ST REACTION	1ST001	27.50	5.50	33.00	4160	101	27.50	1st Reaction - alarm response
03/08/2020	73031		1ST REACTION	1ST001	27.50	5.50	33.00	4160	101	27.50	1st Reaction - alarm response
31/08/2020	E2012938587		ALLSTAR	ALL001	35.01	7.00	42.01	4145	212	35.01	Allstar fuel
31/08/2020	AVIVAAUG20		AVIVA	AVIVA001	175.28	0.00	175.28	4000	101	100.16	AVIVAAUG20/AVIVA
								4006	101	75.12	AVIVAAUG20/AVIVA
19/08/2020	CHGAUG20		BARCLAYS	B0001	27.00	0.00	27.00	4125	201	27.00	CHGAUG20/Barclays
04/08/2020	749467		BACA	BACA01	612.80	122.56	735.36	4167	101	612.80	BACA clothing
16/08/2020	8587		BARNETT LAND	BARN01	20.00	4.00	24.00	4226	211	20.00	Barnett - Timken Art
16/08/2020	160820		BARNETT LAND	BARN01	120.00	24.00	144.00	4226	211	120.00	Barnett - landscape maintenanc
05/08/2020	0289878		BOOKERS	BOOKERS01	221.99	44.40	266.39	4151	101	41.98	0289878/Bookers Cash & Carry
								4133	101	180.01	0289878/Bookers Cash & Carry
12/08/2020	0290751		BOOKERS	BOOKERS01	164.86	32.97	197.83	4151	101	164.86	0290751/Bookers Cash & Carry
12/08/2020	0290752		BOOKERS	BOOKERS01	119.78	23.96	143.74	4151	101	119.78	0290752/Bookers hand gel
21/08/2020	0571577		BOOKERS	BOOKERS01	103.92	20.78	124.70	4133	101	103.92	0571577/Bookers Cash & Carry
06/08/2020	3443264		BOOKERS	BOOKERS01	-24.99	-5.00	-29.99	4151	101	-24.99	3443264/Bookers Cash & Carry
04/08/2020	965582236		BRITISH GAS	BRIT01	1,139.33	227.87	1,367.20	4206	101	1,139.33	British Gas Elec 1.7.-31.7
03/08/2020	6298		COMPLETE GROUND MAN.	CGM001	220.00	44.00	264.00	4226	211	220.00	CGM - Errington Park cut/Tesla
31/08/2020	6330		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM grounds maintenance
31/08/2020	6386		COMPLETE GROUND MAN.	CGM001	220.00	44.00	264.00	4226	211	220.00	CGM Errington/Tesla Aug
31/08/2020	CMSAUG20		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CMSAUG20/Child Maintenance Ser
31/08/2020	DBFB AUG 20		DBFB	DBFB	45.00	9.00	54.00	4120	201	45.00	DBFB AUG 20 Internet
31/08/2020	DBFB JUL 20		DBFB	DBFB	302.43	60.49	362.92	4120	201	302.43	DBFB JUL 20 Telephones July
31/08/2020	DBFBAUG20TEL		DBFB	DBFB	280.24	56.05	336.29	4120	201	280.24	DBFBAUG20TEL telephones
06/08/2020	29982		DAVID SMITH	DSA01	450.00	90.00	540.00	4055	211	450.00	D Smith Assc - Heritage featur
11/08/2020	IN223067395		EDENRED	EDENRED	361.87	3.77	365.64	4000	201	361.87	Eden Red - childcare vouchers
03/08/2020	5725732		ESPO	ESPO01	13.20	2.64	15.84	4225	101	13.20	ESPO - door wedges
03/08/2020	5725736		ESPO	ESPO01	286.66	57.31	343.97	4115	201	85.12	ESPO - stationary
								4151	101	201.54	ESPO - cleaning mats

Purchase Ledger for Month No 5

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
10/08/2020	5730219		ESPO	ESPO01	-35.00	-7.00	-42.00	4225	101	-35.00	ESPO refund cigarette bin
24/08/2020	5740158		ESPO	ESPO01	28.00	5.60	33.60	4115	201	28.00	ESPO - magnetic notes
24/08/2020	5740266		ESPO	ESPO01	24.75	4.95	29.70	4115	201	24.75	ESPO - laminating pouches
21/08/2020	298649		GLASS NORTHAMPTON	GLASSN	178.72	35.74	214.46	4225	102	178.72	Glass Northampton repair
15/08/2020	400901124859		HEWLETT	HEWLETT	448.91	0.00	448.91	4502	201	448.91	HP - printer lease
06/08/2020	INV-2501		K & J HIRD	HH001	50.00	10.00	60.00	4150	101	25.00	K&J Hird - Cleaning windows
								4150	102	25.00	K&J Hird - Cleaning windows
06/08/2020	INV-2501/2		K & J HIRD	HH001	10.00	2.00	12.00	4150	101	10.00	INV-2501/2/K & J Hird Ltd adj
31/08/2020	HMRCAUG20		HMRC	HMRC01	4,636.23	0.00	4,636.23	4000	201	855.18	HMRCAUG20/HMRC PAYE & NI
								4000	101	1,351.26	HMRCAUG20/HMRC PAYE & NI
								4000	102	888.35	HMRCAUG20/HMRC PAYE & NI
								4005	201	294.58	HMRCAUG20/HMRC PAYE & NI
								4005	101	750.32	HMRCAUG20/HMRC PAYE & NI
								4005	102	496.54	HMRCAUG20/HMRC PAYE & NI
01/08/2020	128810		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4150	101	356.42	Intercounty cleaning
31/08/2020	ICOAUG20		ICO	ICO01	35.00	0.00	35.00	4135	101	35.00	ICOAUG20/Information Commissio
12/08/2020	68247		LINDUM FIRE	L0004	90.00	18.00	108.00	4226	102	90.00	Lindum - St L fire inspect
31/08/2020	LGSSAUG20		NCC - PENSION	LPGS	4,355.66	0.00	4,355.66	4000	201	213.00	Pension Aug 20
								4000	101	360.93	Pension Aug 20
								4000	102	303.81	Pension Aug 20
								4006	201	781.10	Pension Aug 20
								4006	101	1,601.01	Pension Aug 20
								4006	102	1,095.81	Pension Aug 20
17/08/2020	1018851		NAMEBADGES INT	NAME002	11.87	2.37	14.24	4225	101	11.87	Namebadges Int - badges
05/08/2020	6317/20		P B ELECTRICAL SER.	PBE001	663.00	132.60	795.60	4227	101	663.00	PB Elect - LED lights receipt
14/08/2020	6324/20		P B ELECTRICAL SER.	PBE001	59.00	11.80	70.80	4227	101	59.00	PB Elec socket for washing m/c
29/08/2020	166		RAP PLUMBING	RAP001	180.00	0.00	180.00	4227	101	180.00	RAP Plumb install washing m/c
31/08/2020	SALAU20		SALARIES	SALARIES01	13,783.25	0.00	13,783.25	4000	201	3,191.87	SALAU20/STAFF SALARIES
								4000	101	6,389.57	SALAU20/STAFF SALARIES

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
31/08/2020	0001512023		SRCL LTD	SRCL	68.72	13.74	82.46	4000	102	4,201.81	SALAUG20/STAFF SALARIES	
27/08/2020	7363		SSSLTD	SSS01	570.00	114.00	684.00	4155	101	68.72	SRCL - waste disposal	
								4225	101	225.00	SSS replace camera	
								4220	101	345.00	SSS additional camera	
03/08/2020	INV-71532		TOP SECURITY	TOP01	180.00	36.00	216.00	4160	102	180.00	TSR - St Lukes patrol	
18/06/2020	90075		TRANTR	TRAN01	366.45	73.29	439.74	4226	101	366.45	Tranter 1/8-3177 maint fire al	
31/08/2020	TV AUG 20		TV LICENSING	TV001	11.39	0.00	11.39	4062	101	11.39	TV AUG 20/TV Licensing	
31/08/2020	RCO1139347		VEOLIA	V0002	360.05	72.01	432.06	4155	101	345.45	Veolia waste removal	
								4155	102	14.60	Veolia waste removal	
22/08/2020	B4-450484408		VODAFONE	VODA01	16.53	3.31	19.84	4121	101	8.26	B4-450484408/Vodafone	
								4121	102	8.27	B4-450484408/Vodafone	
21/08/2020	176		DALE WILLIAMS	WILL001	1,203.00	0.00	1,203.00	4227	101	1,203.00	D Williams decorating upstairs	
31/08/2020	120850287		WORLDPAY	WORLD001	54.99	8.00	62.99	4137	201	54.99	Worldpay - credit card mc	
TOTAL INVOICES								34,162.65		1,726.49	35,889.14	34,162.65



Duston Parish Council Grant Application Form

Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose
Sorry I		
can't remember.		

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give a brief description of the activities for which the grant is sought:

to run Zoom meetings for the unit. I use my phone at the moment which is challenging.

Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).

35 girls in the unit all will benefit. I will also use for the 1st Duston Rangers.

Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:

3 Duston Guide Units we all help each other when possible, deliver the programme to suit our girls

How do you know there is a need for the work for which a grant is being requested?

The Coronavirus has stopped our weekly face to face meetings. Now all on Zoom to keep girls

engaged in Guiding



Duston Parish Council
Grant Application Form

--	--

<p>Please tell us how you will make a difference – what are the benefits of your activity?</p>	<p>At the moment we can't meet up with the girls On Zoom we meet up and support the girls with fun activities they can do from home keeping them active in guiding.</p>
--	---

<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p>	<p>Our programme has been altered to fit zoom and the girls needs. We register girls attending and parents feed back.</p>
--	---

4. FINANCIAL DETAILS:

<p>How much money are you requesting from Duston Parish Council?</p>	<p>£ 246.87</p>
--	-----------------

Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc **and provide evidence** by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
Attached Photo			/
and price.			/
			/
Total	£ 246.87	£ 246.87	£



Duston Parish Council Grant Application Form

5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loads received or applied for, including the sum which you have requested from this application).

DPC Grant (this application)	£ 246.87
Northampton Borough Council Grant	£
Northampton County Council Grant	£
Other Grants (please specify)	£
Existing Funds	£
Fund Raising	£
Other (please specify)	£
TOTAL	£

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

At the moment we can't fundrais and trying to preserve unit funds for when we return to off set the girls costs on activities.

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.



Duston Parish Council Grant Application Form

7. DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council".

Signed	m. Hillier
Name (please print)	Margaret Hillier
Position	Unit Leader
Date	25th Sept 2020

Please return your completed form to the address below:

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Shopping basket

Deselect all items



LKXING Samsung Galaxy Tab A Case 10.1 2019, SM-T510 Case, Heavy Duty Rugged Full-Body Hybrid Shockproof Drop Protection Case With Kickstand for Galaxy Tab a 10.1 Inch 2019(SM-T510/T515) (black)

In stock
prime

This will be a gift [Learn more](#)

Qty: 1

[See more like this](#)

Price
£13.99



[2 Pack]ZoneFoker Samsung Galaxy Tab A 10.1 inch 2019 Tablet Screen Protector, [Anti-Scratch][Easy Installation][Bubble Free] Tempered Glass for Galaxy Tab A 10.1 2019 SM-T515/T510

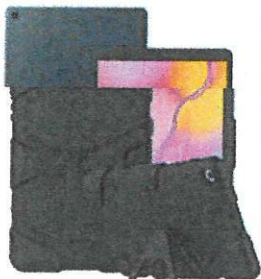
In stock
prime

This will be a gift [Learn more](#)

Qty: 1

[See more like this](#)

£7.89



Samsung Galaxy Tab A 10.1-Inch 32 GB LTE - Black (UK Version)

In stock

Rugged Full-Body Hybrid Shockproof Drop Protection Case With Kickstand for Galaxy Tab a 10.1 Inch 2019(SM-T510/T515) (black)

In stock
prime

This will be a gift [Learn more](#)

Qty: 1

[See more like this](#)

£224.99

Trending toys for your family



Jurassic World FMM63...
★★★★☆ 2,933
13 offers from £65.79
[See all buying options](#)



LEGO 31109 Creator...
★★★★☆ 166
£60.00 prime
[Add to Basket](#)



Hot Wheels GFR15...
★★★★☆ 1,782
6 offers from £45.86
[See all buying options](#)



LEGO 60257 City Nitro...
★★★★☆ 264
57 offers from £31.25
[See all buying options](#)



LEGO 31109 Creator...
★★★★☆ 166
£60.00 prime
[Add to Basket](#)



Hot Wheels GFR15...
★★★★☆ 1,782
6 offers from £45.86

Total £246.87



Yet another busy fun packed year with the Guides and the unit growing to over 40 girls, which is a challenge at times.

Wide variety of activities ranging from thinking day and world centre activities to crazy team games.

We had our last 2 Girls complete their BP awards as we now work on the new programme

The new programme is a challenge but we are now getting to grips with it with some girls now gaining their Skill Builder Know myself. We also completed Spend A Penny Challenge supporting other units which also tied into our new UMA's

Never short on the outdoors we had a day a glow stick challenge in Hurlstone Firs, visiting the Good loaf, Gallons and Pancakes, Bellboating, military fitness, town Ghost walk

We still focus highly on the girls making their own choices to choose and support a charity. This years charity was the Juvenile Diabetics and we raised £1,293.30. We ran several events to raise money, tombola's and bag packs, On top of this we run a sweet tombola for our sponsored child in Africa. Our total monies raised this year for charity is £1,884.00. Our running total for monies raised for charity from this unit is £22,900.02, truly amazing from a guide unit I am very proud of the girls.

In the summer we held out unit camp at Jubilee, "Cow Boys and Indians " !!! crazy but fun activities seeing lots of our new girls camp for the first time. WE even completed the whittling badge.

In our annual summer presentation we had 2 Rangers return to be presented with their Commonwealth award.

To end the summer term and welcome our new girls we cooked popcorn on the fire pits.

The summer holidays saw 5 girls and 2 leaders attend our county Swiss Bliss trip

In sept we continued our reduced plastics awareness with the new Guiding focus points

We took part in the local Christmas tree festival adorning the tree with sprouts (pom poms).

WE also made wooded snowmen and when down to our local residential home and gave each resident a snowmen, we also spent time with them shearing our Guiding experiences, we rounded the year off at the pantomime.

Not quite sure how all this fitted , but it did.



Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Full Council

Date: 5th November 2020

Agenda Item: 86. Award Scheme

1. Purpose

1.1 To agree arrangements for a parish council run scheme to recognise outstanding contributions that benefit the local community.

2. Background

2.1 In October 2020 the Engagement and Environment committee was tasked by Council to discuss options for a local community award scheme. Council also instructed the Clerk to formulate recommendations based on this discussion for approval by Council in November 2020.

3. Proposed Award

3.1 Awards are to be made once each year, being presented by the Chairman of the council at the annual parish meeting.

3.2 Nominees will have been judged to have made an exceptional contribution to the benefit of residents in Duston through outstanding performance and dedication.

3.3 The award would be in the form of a scroll or certificate in recognition of their contribution. The names of successful nominees would also be added to a plaque on public display at the Caswell Centre.

3.4 It is recommended that no more than two awards be made each year, and that the award need not be made if a suitable nomination is not received within any given year.

4. Eligibility and Judging

4.1 Nominees are not required to reside or work within the parish, but their actions must have provided a significant benefit to people living in Duston.

- 4.2 Council would consider submissions relating to individuals or groups who have not previously received the award. There would be no limit on the number of times they may be nominated.
- 4.3 Posthumous nominations would also be permitted, providing the individual had died within the previous twelve months.
- 4.4 Awards would not be made to individuals and groups who have received financial remuneration for the work they have been nominated for.
- 4.5 Elected members and parish council staff would be eligible for nomination, but only for work undertaken outside of their official or professional responsibilities.
- 4.6 Each year Council would appoint a panel of five individuals (consisting of a minimum of three councillors) to consider received nominations. The panel would then present recommendations to Council for approval.
- 4.7 The judging panel are expected to be objective, and Council should not appoint members who it believes may have a prejudicial interest. The panel may make further enquiries relating to nominees if it sees fit.

5. Nominations

- 5.1 Nominations should be made by completing a standard form, which may be completed and submitted to the council at any point during the year.
- 5.2 The cut-off date for submissions for a given year would be the last day of February.
- 5.3 There are no restrictions regarding nominations being made by family members, but nominations may only be made by individuals who reside within the parish.

6. Publicity

- 6.1 The awards scheme would be publicised by officers of the council through the council's website and social media, and also through the local press.

7. Timetable

- 7.1 The proposed annual awards timetable would run accordingly:
 - 1. Awards scheme publicised by the parish council - 1st January until last day of February
 - 2. Closing date for nominations – Last day of February
 - 3. Judging Panel appointed by Council – February Council Meeting
 - 4. Judging Panel presents recommendations to Council for approval – April Council Meeting

5. Awards presented to successful nominees – Annual Parish Meeting in May

8. Legal

8.1 Council is prohibited from making monetary payments to individuals.

8.2 No rights, duties or privileges are conferred by the award.

9. Financial

9.1 As publicity would be arranged by council staff, and the event at which the award would be made occurs already there would be no additional cost to the council.

9.2 A small initial cost would be required for the purchase of a plaque.

9.3 There would be a very small ongoing annual cost for scrolls/certificates and to have names added to the plaque. The existing engagement budget is sufficient to cover this negligible cost.

Author
J. Gleich
Parish Clerk

